

INSTRUCTIONS TO APPLICANT
Public Right-of-Way Use Permit

Note: This form is for all work other than installation of a residential or commercial driveway.

1. Complete and sign the Right of Way Permit application form.
2. Attach sketch of showing proposed work. (Sketch may be drawn on back of application.) Where applicable, attach engineering plans or drawings.

Sketch must show:

Size of property lot(s)

Location of Right of Way

Location of proposed work

Details of proposed work

3. Application fee. A nonrefundable processing fee of \$10 must accompany all permits. Payment may be in cash or by check made out to Monroe County BOCC.

If the permit application is approved, the application fee will be applied to the permit fee. (See permit fee schedule).

4. Submit completed application, sketch or plans and payment to:

Monroe County Engineering Division
1100 Simonton Street, Room 2-216
Key West, Florida

Between 8 a.m. and 5 p.m. Monday through Friday

Describe Purpose and Intended Use: _____

DESCRIBE OR SHOW ON DRAWINGS

1. Type and/or composition of material _____
2. Quantity of Material _____
3. Type of Equipment _____

Date when activity is to commence: _____

Date when activity is expected to be completed: _____

LOCATION OF PROPOSED ACTIVITY

1. Subdivision _____

OR
Street Name _____
OR
Mile Marker _____
2. Key _____

- NOTE:
1. APPLICANT SHALL NOTIFY IN WRITING THE SHERIFF'S DEPARTMENT AND THE CONCERNED AMBULANCE AND FIRE DEPARTMENTS PRIOR TO ANY STREET CLOSING AND/OR STREET OPENING.
 2. ALL CONSTRUCTION SHALL BE PERFORMED IN ACCORDANCE WITH MONROE COUNTY PUBLIC WORKS "STANDARD SPECIFICATIONS AND DETAILS".
 3. PERMIT FOR WORK ON PRIVATE PROPERTY MUST BE OBTAINED SEPARATELY FROM THE BUILDING DEPARTMENT.
 4. ANY DRAINAGE PROBLEMS RESULTING FROM CONSTRUCTION ARE THE RESPONSIBILITY OF THE OWNER.
 5. ISSUANCE OF A PERMIT DOES NOT PRECLUDE THE COUNTY FROM CONDUCTING WORK INCLUDING, BUT NOT LIMITED TO, UTILITY WORK AND/OR DRAINAGE WORK, WITHIN THE RIGHT OF WAY.

I declare that all existing aerial and underground utilities have been located and the appropriate utilities notified of the proposed work.

DATE _____

SIGNATURE _____

RIGHT-OF-WAY
ATTACHMENT

This permit is valid only for work performed within the County's right-of-way and does not authorize any work on private property or other governmental property.

The issuance of this right-of-way permit by Monroe County's Public Works Department does not negate the need to obtain other permits from other agencies when such work falls under their purview. As an example, such approval may be required from Monroe County's Growth Management Division, the State of Florida Department of Environmental Protection, and/or the United States Army Corps of Engineers. Other agencies, such as the United States Fish and Wildlife Service and the State of Florida Fish and Wildlife Service may also need to grant approval of the work.

Applicant shall obtain any underground clearances prior to digging. Applicant must call Sunshine State One Call at 800/432-4770 for clearances and submit with permit application.

For trees that will mature more than 12 feet in final height, the applicant shall obtain written approval from the local electric company, Keys Energy Services at 305 295-1042 for the lower keys and Florida Keys Electrical Cooperative at 305 852-2431 for the upper keys. This approval shall be submitted with the permit application.

It will be the applicant's responsibility to determine when work requires additional permits or approvals.

Applicant's Signature

Date